

CHESAPEAKE REGION VOLLEYBALL ASSOCIATION
Instructions for Completing Form 2 (Tournament Sanction Request)

1. Tournament hosts must follow policies and procedures as specified in the current Chesapeake Region Handbook when requesting and hosting sanctioned tournaments.
2. All numbered sections on the form must be completed. If any item does not apply, indicate by using "N/A" instead of leaving it blank.
3. Submit this Tournament Sanction Request form and the Tournament Invitation and Contract form (CHRVA Form 3) to the Tournament Chair at least 6 weeks prior to the date of your tournament. The Tournament Chair will return the original request form to you, either approved (with or without conditions) or disapproved (with an explanation for the disapproval). After the tournament, you will need to fill in the Actual Column and return this form to the Tournament Chair.
4. The Tournament Chair will send a copy of your approved Sanction form and your Tournament Invitation form to the appropriate Division Coordinator and the Referee Assignor as official notification to begin coordinating and scheduling your tournament.

5. Instructions

Section	How to fill it out
1.	Specify an event name for reference (if applicable) and the requested date.
2.	Specify the complete address of the tournament site along with a phone number at the site. Include separately (hardcopy or email attachment) complete directions to the site for teams and referees.
3.	Self explanatory
4.	Self explanatory
5.	Circle the division(s) and mark the number of teams in the space next to each circled division.
6.	Self explanatory, first match start time is the time the first matches start.
7.	Self explanatory, note when special advance permission is required.
8.	Self explanatory, note when special advance permission is required.
9.	When requesting the sanction, fill out only the Estimated column. After the tournament, complete the Actual column. Under "Official Fees" in the Actual column, include the cost you paid for teams without referees and/or scorekeepers.
10.	Same as for Section 9. In the "Other Income" Actual column, fill in the fees collected from teams without referees and/or scorekeepers.
11.	Self explanatory
12.	Self explanatory